

**Establishment of an online library  
for reports and policy documents.**

**Government of Maharashtra  
Chief Secretary's Office  
General Administration Department  
Circular No.CSO-20J2/50/D.I,  
Mantralaya, Mumbai 400 032.  
Date: 11<sup>th</sup> October 2012.**

**CIRCULAR**

As you are all aware, efforts to establish a State Data Centre by the Planning Department are underway so as to help provide a validated and centralized database of vital statistics and key information that can be accessible to all departments, thus enabling them to pull out data relevant to their purpose. The State Data Centre, with validated data available at a Central location, will enable inter-departmental data sharing and will also enable access to data for different desks even within each department. This will thus enable inter and intra departmental communication that will be as far as possible consistent, reliable, effective and standardized.

It has been observed that various administrative, statistical, policy documents, research reports are generated by different organizations, especially by the Ministries of the Government of India. Many of these reports hold vital information about the current prevailing scenarios of the concerned department and also help explain future trends. These inputs if studied and analyzed can help the department understand their position vis-à-vis other States and also the country. It will also enable them to formulate policies and devise their plan of action based on the data/information presented in these reports.

However, experience shows that many of these reports received are not integrated into our daily working like other references and are relegated to reading by the Secretary of the department alone. Thus this precious data are lost and there is no feedback about how the data and trend analysis was used by the department to further their objective. Given this situation, it has been decided that an additional copy of all the report(s) be obtained from the Ministries/Departments of the Government of India/relevant institutions by the concerned department and sent to the Directorate of Economics and Statistics. If the additional hard copy will be available subsequently,

then in the interim the department should provide the soft copy of the report to the Directorate so that it is uploaded on the site of State Data Centre. This will enable all the departments to access a vital storehouse of data/information and assist in setting up a central library online.

The copy of the letter addressed along with the received reports will be provided to the Director, Economics and Statistics by the Chief Secretary's office, so that they can make a list of the expected reports and liaison with the departments for obtaining them. The Directorate is requested to appoint a nodal officer for this purpose and communicate it to all departments so that s/he will be made responsible for the listing, indexing and collection, compilation of these reports/policy documents both in soft and hard versions. A monthly report be generated by each department on the number of reports/policy documents received by it during the month and cumulatively listing out the reports. Director of Economics & Statistics should also generate a similar report and submit it to the office of Chief Secretary/Planning Department and respective Secretaries for reconciliation. The consolidated list of reports, statistical, administrative, policy documents and research documents should be put on the website by the Directorate of Economics and Statistics.

All departments are requested to cooperate in setting up this new system with the objective of capturing vital data and trends into an online library, that is accessible to all. This will serve the larger purpose of benefitting the department in maximizing their output and providing the much needed backup support so crucial for policy formulation and decision making.

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By order and in the name of Governor of Maharashtra

*Jayant Kumar Banthia* / / 12  
(Jayant Kumar Banthia)  
Chief Secretary

All Addl Chief Secretaries / Pr.Sec / Sec

Secretary to H.E. the Governor

Princ. Sec to Hon'ble Chief Minister

Resident Commissioner, Maharashtra Sadan, New Delhi

Director, Economics & Statistics

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